



**FEDERAL ELECTION COMMISSION
VACANCY ANNOUNCEMENT**

Position Title and Grade General Counsel EX-905-V Salary: \$145,700 per annum	Who May Apply ALL US CITIZENS	Announcement No. 14-007
Organizational Location Office of the General Counsel	Opening Date January 28, 2014	Closing Date February 14, 2014 11:59 pm

THE FEDERAL ELECTION COMMISSION IS AN EXCEPTED SERVICE AGENCY.

THIS IS A PERMANENT FULL TIME POSITION. THE FULL PERFORMANCE LEVEL IS EXECUTIVE LEVEL V.

JOB SUMMARY:

This position serves as General Counsel for the Federal Election Commission (FEC), an independent regulatory agency with exclusive jurisdiction for the administration, interpretation, and civil enforcement of the Federal Election Campaign Act of 1971, as amended (FECA), which requires disclosure of campaign contributions and expenditures by candidates for federal office and committees supporting those candidates, and imposes limitations on the amount and sources of such contributions. The FEC also administers the federal programs that provide public funding to qualified candidates for President and Vice President. By ensuring that the campaign finance process is fully disclosed and that the rules are effectively and fairly enforced, the Commission seeks to foster the electorate's confidence in the integrity of the nation's political process. The FEC is composed of six Commissioners (not more than three from the same party), who are voting members, and are appointed by the President with the advice and consent of the Senate.

The Office of the General Counsel (OGC) is the legal department for FEC providing a full range of legal advisory and representational services to support FEC's mission and goals. OGC supports FEC's unique role of regulating the financial aspects of political campaigns for Federal office by directing FEC enforcement activities, representing the Commission in federal court litigation, interpreting the FECA, and by advising the Commission on legal matters brought before it. OGC consists of five organizational units: (1) Policy Division; (2) Enforcement Division; (3) Litigation Division; (4) General Law and Advice Division; and (5) Office of Complaints Examination and Legal Administration.

The incumbent is responsible for executive management and direction of all administrative and technical aspects of the legal program, including strategic planning, evaluation of statutory developments, decisions about precedent actions and policy formulation that impact the entire range of Federal election activities and related finance issues. The incumbent directs and manages all phases of OGC programs and operations through subordinate managers and executives who comprise the General Counsel's senior management team. OGC has about 120 permanent staff members, including over 70 attorneys, the remainder composed of administrative professional and support positions including investigators, paralegal specialists, and administrative assistants.

KEY REQUIREMENTS:

An applicant must meet the following requirements to be eligible for consideration:

- 1) An applicant must be a U.S. Citizen;
- 2) Male applicants born after December 31, 1959 must be registered with the Selective Service; and
- 3) An applicant must hold a law degree from an accredited law school; be a member in good standing of the Bar of a state, the District of Columbia, or the Commonwealth of Puerto Rico; and be admitted to or eligible for admission to practice before the Federal courts of the District of Columbia and the United States Supreme Court

MAJOR DUTIES:

A. Major Duties

Serves as FEC's chief legal officer and directs the full range of legal affairs including legal policy; enforcement; litigation; advisory services; and complaints examination. Reviews work in all areas for timeliness, accuracy, legal consistency, and adherence to OGC policies and procedures.

Serves as the key advisor to the Commissioners on various programs and events. Counsels senior management staff and officials at multiple levels in the agency on mission changes. Advises on the appropriate methods and techniques to achieve program goals and objectives.

Serves on inter-agency, cross-jurisdictional, and/or national work groups, boards, committees, task forces, or expert panels on special projects or studies critical to the resolution of far-reaching operating issues and problems related to FEC programs and mission.

Interprets laws, statutes, and regulations and advises Commissioners and top management on proposed and existing legislation and policies. Prepares and reviews congressional testimony, providing senior level officials with legal advice on various aspects of policies, plans and programs.

Advises managers, employees, and the general public on issues related to FOIA, Ethics, and a wide variety of matters concerning employee behaviors and responsibilities.

Develops and maintains policies, procedures and systems to ensure the successful accomplishment of the performance goals established by the Commission. Oversees the overall activities of OGC to ensure smooth coordination of activities between its various divisions, sections, and teams and other Commission offices.

Represents FEC in formal legal proceedings, including legal actions filed against the FEC. Represents the Agency in other formal administrative or legal proceedings in a variety of settings such as the U.S. courts, MSPB, FLRA, EEOC, and other formal bodies presiding over administrative or legal hearings or processes.

Meets with Senior Staff to set agency-wide policy and review program achievements based on position papers, recommendations by program managers, program administrators, task forces and others. Personally and through staff, is responsible for developing, planning, and implementing policies and programs within OGC. Communicates with the management team on the status of different work activities and efforts; reports regularly on the effectiveness of specific programs.

Exercises managerial responsibility for all administrative and technical aspects of the legal program at FEC, including managing resources, developing long-range plans and priorities for OGC, developing strategic operational goals, evaluating program effectiveness and identifying opportunities for increasing process or program efficiency.

Performs other related duties as assigned.

B. Supervisory/Managerial Authority

Executive level responsibilities for resources management and technical program leadership include:

1. Manages and directs a staff of employees at grade levels up to and including the Senior Level, allocating resources (personnel and non-personnel) and assigning work.
2. Accountable for the success of the work in OGC.
3. Monitors progress toward organizational goals and periodically evaluates and makes appropriate adjustments to goals.
4. Manages multiple legal and administrative functions requiring different knowledge bases through subordinate supervisors.
5. Provides executive and managerial direction in the development of legal initiatives and related policies.

Human resource management functions relative to the staff supervised include: promoting diversity and ensuring a commitment to equal opportunity in all aspects of workforce management, especially (1) merit promotion of employees and recruitment/hiring; (2) fair treatment of employees; (3) encouragement and recognition of employee achievements; (4) career development of employees; and (5) full utilization of their skills.

C. Personal Contacts

Contacts are with FEC Commissioners, Staff Director, Deputy Staff Directors, Chief Financial Officer, executive management team, employees at large, and vendors and contractors. External contacts are with senior officials of other agencies or private

organizations, Congressional members and their respective staff, international organizations, oversight organizations such as OMB or GAO, high level staff in the US Department of Justice and US Attorneys Office, and the general public. The exchange of information often requires highly developed skills in communication, negotiation, and conflict resolution.

D. Difficulty of Typical Work Directed

Work is complicated by elements such as:

- impact of the legal matter or decision on relations with the general public, private interests, state and local governments, or other Federal agencies;
- importance of the legal action as legal or administrative precedent;
- impact of the case or problem in economic, social, or political terms;
- lack of clear precedent;
- the cost impact of the decision.

QUALIFICATIONS REQUIRED:

PROFESSIONAL EXPERIENCE/QUALIFICATIONS

The position directs a complex, professional organization that requires executive level management skills and expertise in legal research, litigation, and theory. The position requires the ability to plan, direct, and execute a professional program that is highly specialized, sophisticated, complex, and of national significance and the ability to effectively manage lawyers and support personnel engaged in a wide range of enforcement, litigation, policy-making activities, and legal counseling.

A. Executive and Managerial Qualifications Required

The required core management competencies for this position are summarized as follows:

M1 - LEADING CHANGE - The ability to bring about strategic change, both within and outside the organization, to meet organizational goals. Inherent to this is the ability to establish an organizational vision and to implement it in a continuously changing environment.
Competencies - creativity & innovation, external awareness, flexibility, resilience, strategic thinking, vision

M2 - LEADING PEOPLE - The ability to lead people toward meeting the organization's vision, mission, and goals. Inherent to this ECQ is the ability to provide an inclusive workplace that fosters the development of others, facilitates cooperation and teamwork, and supports constructive resolution of conflicts.
Competencies - conflict management, leveraging diversity, developing others, team building

M3 - RESULTS DRIVEN - The ability to meet organizational goals and customer expectations. Inherent to this ECQ is the ability to make decisions that produce high-quality results by applying technical knowledge, analyzing problems, and calculating risks.
Competencies - accountability, customer service, decisiveness, entrepreneurship, problem solving, technical credibility

M4 - BUSINESS ACUMEN - The ability to manage human, financial, and information resources strategically. Competencies - financial management, human capital management, technology management

M5 - BUILDING COALITIONS - The ability to build coalitions internally and with other Federal agencies, State and local governments, nonprofit and private sector organizations, foreign governments, or international organizations to achieve common goals.
Competencies - partnering, influencing/negotiating

B. Technical Qualifications Required

The incumbent of this position must have professional credentials that include all of the following:

- Education: Completion of a full course of study in a school of law accredited by the American Bar Association (ABA) that resulted in the first professional law degree (LLB or JD).
- Bar Membership: Current membership in good standing of the bar of a state, territory of the United States, District of Columbia, or Commonwealth of Puerto Rico.
- Knowledge of relevant or comparable areas of law.
- Demonstrated application of legal thought, research, professional development, or practice, after having been admitted to the bar, at a level commensurate with the duties and responsibilities of the position.
- Significant federal court or administrative litigation experience.

Preferred technical competencies for this position are:

T1 - KNOWLEDGE AND UNDERSTANDING OF THE FEDERAL ELECTION CAMPAIGN ACT OF 1971, as amended (the FECA): Applied knowledge of FECA and related laws as they relate to the elections and campaigns funding, enforcement, and litigation including skill in interpreting and applying provisions of FECA and related acts in the regular and recurring performance of work in a legal or business setting.

T2 - ABILITY TO ANALYZE COMPLEX LEGAL PROBLEMS AND ISSUES: Skill in conducting analysis of and providing interpretative advice on the election and campaign laws, both under circumstances that are routine as well as novel and/or unique problems for which there may be no guiding precedent.

T3 - ABILITY TO EXPRESS LEGAL ANALYSIS IN A CLEAR AND CONCISE MANNER: Ability to advise Commissioners and others on the impact of new or revised statutes, rules and regulations, including proficiency in orally arguing or briefing and drafting, reviewing, and developing written commentary or opinions on legislative changes and/or new legislation.

THERE EMPLOYMENT CONDITIONS AND REQUIREMENTS:

The General Counsel is appointed by the Commission and the position's pay level is statutorily set at not to exceed Executive Level 5 [in Title 2, Chapter 14, Subchapter 1, Sec 437c.(f)].

This is a permanent full-time position in the Excepted Service and does not confer Federal competitive status.

The successful applicant will be subject to a background investigation and security clearance. Continued employment will be subject to the successful completion of the investigation and favorable adjudication.

The applicant selected will be required to complete an Executive Personnel Financial Disclosure Report in accordance with the Ethics in Government Act of 1978.

As an Excepted Service Agency, the successful candidate may have to satisfy a two-year trial period, if applicable.

Direct Deposit of Pay is required.

HOW APPLICANTS WILL BE EVALUATED:

Your application will be reviewed and evaluated first for minimum qualifications. Your application should clearly show your level of responsibilities, scope and complexity of programs managed, program accomplishments with results of your actions, policy initiatives and level of contacts. If you meet the minimum qualifications for this job, you may be requested to submit a separate supplemental written statement specifically addressing how your background and experience relate to the technical and executive qualifications of this position. Your application will be further reviewed and rated to assess the quality, depth, and complexity of your accomplishments, experience, and education as they relate to the technical and executive qualifications stated in this vacancy announcement.

Qualification and experience determinations will be based only on the information supplied by the applicant. Interviews, references, and suitability inquiries may be requested.

Only those applicants found to be among the best qualified may be contacted for further assessment, such as interviews and consideration by the selecting official. It is anticipated the selection process will take approximately two months after the closing date of the announcement.

Neither interview expenses, nor relocation expenses, will be paid absent exceptional circumstances.

HOW TO APPLY INSTRUCTIONS:

ALL APPLICANTS MUST SUBMIT THE FOLLOWING MATERIALS BEFORE MIDNIGHT EASTERN TIME ON THE CLOSING DATE OF THE ANNOUNCEMENT. APPLICATIONS RECEIVED AFTER THE CLOSING DATE OF THE ANNOUNCEMENT WILL NOT BE CONSIDERED.

1. Applicants may apply for this position with a resume or other application format of your choice, as long as the application contains the necessary information below:
 - a. Vacancy announcement number; position title and grade(s) of the job for which applicant is applying;
 - b. Your full name, day and evening numbers mailing address, country of citizenship. If applicable, reinstatement eligibility to Federal Service and highest Federal civilian grade ever held on a permanent basis;
 - c. Name, city and state of colleges/universities attended with date(s) of diploma. For college include majors, and type and date of degree(s);

- d. Job titles, salaries, employers' names and addresses, supervisors' names and phone numbers (indicate if we may contact your current and former supervisors), starting and ending dates and hours per week;
 - e. Job-related training courses, special skills, certificates and licenses, honors, awards and publications;
 - f. Bar admission status.
2. As applicable, former and current federal service employees must submit a standard form 50 (notification of Personnel Action) that verifies career status. If you are a current or former SES member, you must provide a SF-50 that verifies your SES status or copy of certificate from the Office of Personnel Management that verifies graduation from an OPM-approved SES Candidate Development Program.

WHERE TO SEND APPLICATIONS:

(NOTE- Only applications via e-mail will be considered. Applications submitted by any other method will NOT be considered).

1. martha.miller@kornferry.com
2. The subject line must contain the *announcement number 14-007* and the applicant's name.

Your application and all supporting documentation must be received by 11:59 pm (Eastern Time) on the closing date of the announcement. Applications received after the closing date of the announcement will not be considered.

For additional information, send inquiry to martha.miller@kornferry.com

BENEFITS:

The Commission will consider a recruitment bonus for an exceptionally well qualified candidate. The Commission has the authority to award a retention allowance not to exceed 25% of base pay.

The federal government offers an attractive benefits package, including: health insurance, Thrift Savings Plan (similar to a 401(k)), Flexible Spending Account, retirement plan, life and long-term care insurance, Employee Assistance Program, personal leave days and paid Federal holidays. Other benefits may include: flexible work schedules, telework, and transportation subsidies of up to \$130 per month. For more information on benefits, please visit [OPM's Healthcare and Insurance Website](#).

OTHER INFORMATION:

All qualified applicants will be considered without regard to race, color, national origin, religion, gender, age, marital status, sexual orientation, physical disability, lawful political affiliation, or labor organization affiliation or non-affiliation. The FEC provides reasonable accommodations to applicants with disabilities. If you need a reasonable accommodation for any part of the application and hiring process, please notify the servicing HR Office. Requests for reasonable accommodation are granted on a case-by-case basis.

WHAT TO EXPECT NEXT:

Once your complete application is received we will conduct an initial evaluation of your qualifications and determine your ranking. If you meet the minimum qualifications for this job, you may be requested to submit a separate supplemental written statement specifically addressing how your background and experience relate to the technical and executive qualifications of this position. Your application will be further reviewed and rated to assess the quality, depth, and complexity of your accomplishments, experience, and education as they relate to the technical and executive qualifications stated in this vacancy announcement. The best qualified candidates will be referred to the hiring manager for further consideration and possible interview. We expect to make a selection within sixty (60) days of the closing date of this announcement. You will be notified of the outcome.